SeniorSystems

Business Office Release Bulletin

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In this release bulletin, the latest enhancements to several modules of the **SENIOR BUSINESS OFFICE** are described.

New Search Options for Student Maintenance Available for Accounts Receivable and Campus Store

When performing a search from **Student Maintenance**, you can now search for family-related names other than student, mother, or father. For example, if your school maintains grandparent addresses, they would be set up in **Student Maintenance** as an **Other** address type.

Student Maintenance - (Penelope Adria Argonis) Name Address Info1 Info2 Account All Acots. Charges Pending Deferred Debit Store Store Hist. Medical Custom * Comments Display Options All Applications C This Application Family LD. ARG10 Parent Web Accounts						
EC Name	Cod		Statement Stmt (Loans) Active	In Use Grade <u>N</u> ew		
Mr. and Mrs. Jasper Argonis Argonis Fishing Company Designs by Marcy Mr. and Mrs. Owen Argonis	A A A A A A A A A A A A A A A A A A A	Father Work Mother Work Grandparent	Original Original Original Image: state sta	Edit Deactivate Copy		
Muskegon, MI 49442 Father: Jasper (Red) Mother: Marcia (Marcy)	Telephone Numbers Tel No: (616) 777-7272 Fax No: Cellular: (231) 737-5847	Mother: Misc Send Mail Ser V	Argo@aal.com nd Grades A/R Stmt Loans Stmt	Print		
Comments		Linked to: Web IDs Jasper: Marcia:	Mr. Jasper Argonis (0000058) Mrs. Marcia Argonis (0000059) ARGONIS_RED ARGONIS_MARCY	EMERGENCY CONTACT		
Next <u>Y</u> ear			<u>O</u> K <u>C</u> ancel	Print Delete		

The **Other (Name1)** and **Other (Name2)** refer to the names that are on the Address tab and coded as **Other**.

눩 New 📝 Edit 🔎 Delete 🕋 Copy	🌮 Close						
Search For:	Name	Sort	By			Sort Order	
	C Student	•	Last Nam	e (0 I.D.	 Ascendin 	9
<u>O</u> pen	C Father	0	First Name	. (Grade	C Descend	ing
I.D.	C Mother				_		-
ARGONIS	 Other (Na 				Display:	'his Year	•
					Go To: N	lame	-
Last Name (Sort Key)	C Other (Na	me2)	9	itudeni	ts in group: 9	itudent	-
Name		ID	Gender		Grade/Form	AR Group	
Mr. Owen Argonis		ARG102	F	8	11	Student	
Mr. Owen Argonis		ARG103	м	В	10	Student	
Mrs. Pearl Forrester		NEL101	м	В	12	Student	
Mr. Joe Mategna		D0N144	м	В	11	Student	1
		ļ					
		1					
		1					
		<u> </u>	+				
							1

To search for a student using their grandparent's name, in the **Student Maintenance Search** window, enter the grandparent's last name in the search field. Select the **Other (Name1)** radio button, then select Search button.

New Global Update Option Available for Accounts Receivable/Accounts Payable

The Global Update option that resides in SYSTEM ADMINISTRATION can now be run from the ACCOUNTS RECEIVABLE and ACCOUNTS PAYABLE Maintenance menus.

Global Updates for Acc	ounts Receivable 🛛 🔀
Select a category:	Student
Select an item to update:	Account Type
Select those with this value	(All)
Update to this value	
Query List	
*DEFAULT All Stude	ents 🔊
<u></u>	<u> </u>

A global update can be used to remove or insert data into a variety of fields on the **Studen**t, **Address**,

Company, **Faculty** and **Vendor** tables, just to name a few. Only allow users who are familiar with this function should be given access to this menu item.

Chapter 2 of the **SYSTEM ADMINISTRATION** Reference Guide explains how to use global updates.

Accounts Payable Save Settings added to Cash Disbursements

When you select invoices to pay from the **Cash Disbursements Entry** menu, the window defaults to selecting invoices by due date. Since many schools don't use the **Due Date** option, you can now select the **All Invoices** radio button, then use the **Save Settings** feature to have your system default to selecting **All Invoices** every time.

You can right click anywhere on the window background to enable the **Save Settings** feature.

Cash Disbursements Entry		
Invoice Selection Method		
 Due Date All Invoices 		
Due Date	Save Se Clear Se	-
Include invoices eligible for d	liscount	
	Cancel	

G/L Accounts Now Print on Cash Requirements Report

In **Cash Disbursements**, when you select invoices to pay, you have an option to print a cash requirements report for all selected invoices. When you select the **Print** button, you will now see an option to **Show G/L Accounts**. Select this option to display the accounts posted on the original invoices.

If you always want these numbers to appear on the report, use the **Save Settings** option when you select to **Show G/L Accounts**.

You can right click anywhere on the window background to enable the **Save Settings** option.

The **Projected Cash Requirements** report from the **Accounts PAYABLE Reports** menu has the same option.

Accounts Receivable

Debit Account Transactions Can Now be Summarized

When you close the fiscal year, you can now summarize the debit account transactions. Enter the date you wish to summarize and upon completion of end-of-period, all debit transactions with a statement date less than or equal to the date entered roll up into one transaction. One summary record is created for each debit account. In our example, this student has two summary lines. One for her allowances account and another for her key and damage account.

🖬 Accounts Receivable End-of-Period Update
Ele
Make sure that no other users are in the Accounts Receivable system and you have a current backup before proceeding! Period Information Current Period June New Period July
Delete Options Data is deleted based on the dates you specify. Data with a date ON or BEFORE the specified date will be deleted; if no date is specified, then data is not deleted. Charges for Statement Date 06-30-2006 Cash Receipts Journals Debit Charges for Statement Date 06-30-2006 Update Lancel

📰 Projected Cash Requirements Report Eile Edit - Query List Query Name Projected Cash Requirements Report (*DEFAULT) 🔽 🚳 Report Title Projected Cash Requirements Report Layout Options Other Options -Line between each item Aging Date 04-23-2008 🔽 Line at report break Include Addresses Summary Only Show G/L Accounts 🔽 Print Final Total Format Options Runtime Options ✓ Include report print date as Date Close Window When Complete Include page numbers F Show SQL Print Option: Page Range 1 To 9999 No. of Copies 1 <u>S</u>etup Current Printer \\senior1\Dell Laser Printer 1700n on ET000400FB87C1 Pre<u>v</u>iew <u>P</u>rint Export Cancel

Please note that the system rolls up on statement date. Be sure your debit account statements have been recently updated.

arch For: Display only charges y Show (All)	anot yet bille	d 📀 D	ode © Ascending escription C Descending	Acct. Allowanc Keys and			Details]
Acct. Type	Date	Code	Description	Batch	Charge Amt.	Sales Tax	Total Amt. Hic	e 🔺
Allowances	07-13-2001	MISC	Miscellaneous	AR0274	(\$150.00)	\$0.00	(\$150.00)	
Keys and Damages	07-13-2001	MISC	Miscellaneous	AR0274	(\$20.00)	\$0.00	(\$20.00)	
Keys and Damages	07-13-2001	MISC	Miscellaneous	AR0275	\$20.00	\$0.00	\$20.00	1
Allowances	07-13-2001	MISC	Miscellaneous	AR0275	\$150.00	\$0.00	\$150.00	1
Keys and Damages	07-13-2001	MISC	Key and Damage Deposit	AR0276	\$50.00	\$0.00	\$50.00	1
Allowances	07-13-2001	MISC	Miscellaneous	AR0276	\$150.00	\$0.00	\$150.00	1
Allowances	07-13-2001	MISC	Bookstore Purchases	AR0277	(\$75.00)	\$0.00	(\$75.00)	1
Allowances	07-13-2001	MISC	Theater Tickets	AR0277	(\$7.50)	\$0.00	(\$7.50)	1
Keys and Damages	09-05-2001	MISC	Miscellaneous	AR0282	\$20.00	\$0.00	\$20.00	1
Allowances	09-05-2001	MISC	Miscellaneous	ARI0282	\$150.00	\$0.00	\$150.00	T
Allowances	07-28-2003	MISC	Allowance Deposit Received	AR000332	\$100.00	\$0.00	\$100.00	T
Allowances	08-31-2007	MISC	Allowance Deposit Received	AR000425	\$80.00	\$0.00	\$80.00	L
Allowances	09/06/2002	MISC	Allowance Denosit Received	AR000426	\$125.00	នាព	\$125.00	•
			Totals		\$542.50	\$0.00	\$542.50	÷

Campus Store

Multiple Locations for POS

A POS Workstation can now be used for more than one location. To set this up, go into the **CAMPUS STORE** back office application. Open the **Location Maintenance** menu for each location and add the workstation to the Workstation tab. Also, check the POS users tab to ensure the user has access to each location. Once set up correctly, when the user logs in on the POS workstation, the following location dialog appears. Select the location you wish to work from.

Choose cur	rent location 🛛 🔀
Location	Campus Center Book Store Campus Center Book Store Snack Bar

Check Authorization for POS Users

You can now set the system up to require your POS users to seek authorization when accepting a check. To use this feature, go into the **CAMPUS STORE** back office application.

Open the **Location Administration** window for each location you want to require check authorization. In the **Location Maintenance** window, select **Location Options**.

General		Options	
Name	Campus Center Book Store	Location Options	
Address Line 1	201 Boston Post Road		
Address Line 2	Marlborough, MA 01752	Preferences	
Address Line 3			
Description	Primary location		
nventory	FIF0 V Change		
Cost Method	FIFO Change		

From the **Location Options** window, select the **Authorizations** tab.

Authorization	Level	Active	~	Authorization Level Legend
Customers				0 - No authorization code required
Customer cannot charge to credit account	0			 Level 1 or higher authorization code is required.
Customer cannot charge to debit account	0			2 - Level 2 or higher authorization
Customer cannot pay by check	1	V		code is required.
Customer has exceeded their allowances	1	~		 Level 3 or higher authorization code is required.
Customer has exceeded their debit balance	1	~		 4 - Level 4 or higher authorization code is required.
Feature Access (Require an auth. code to access)				5 - Level 5 authorization code is required.
Access Location and Workstation Options	3			required.
Allow Unlock workstation	0			
Change Price Level	0			
Change Product Price	5			

Under the **Customers** folder, select the new item called *Customer cannot pay by check*. Click the **Active** box and select an authorization level of 1 through 5. See the **Authorization Level Legend** on the right for a description of the levels. Here, a 1 has been entered for the lowest level. Click OK to save.

Now, if a POS user enters a sale where the customer chooses to pay by check, when the user selects the CHECKS payment method, the **POS Error Message** window appears.



Select **Override** to evoke the check authorization.

Enter Authorization Code		
		~
Authorization	****	Accept (Enter)
	, ,	×
		Cancel (Esc)

Enter the **Authorization** code and select **Accept**.

Check Transaction		
Check Amount	35.00	Accept (Enter)
Check #		×
Account #		Cancel (Esc)
ID #		
ID State	•	

Type the Check verification information in each field and select **Accept**.

Alumni Development

Post to Cash in Summary for Alumni/Development Gifts

When **ALUMNI DEVELOPMENT** gifts are transmitted to **GENERAL LEDGER**, the transactions post to the cash account by fund. For example, if the batch contained some gifts to Annual Fund and some to Capital Campaign, yet they both affected the same cash account, there would be two entries in the **GENERAL LEDGER** cash accounts audit trail; one for Annual Fund an the other for Capital Campaign. Splitting cash transactions like this has made it difficult for bank reconciliation as the bank statement lists one transaction for the Development Cash deposit. The Alumni Development **Transmittal Report/Update** window now has an option called **Post in Summary** that allows you to post the gifts to **GENERAL LEDGER** cash in summary, by transmittal. You can use the **Save Settings** feature to keep the box always checked.

🗐 Transmittal Report / Up	date - (Batch AL000008) 🛛 🗖 🔀
<u>F</u> ile	
Report Options	
🔽 View Report	<u>U</u> pdate
Gifts/Pledges	Close
Fund Summary	🔲 Export to External File
Journal	Post in Summary
Print Options	
No. of Copies 1 Page	Range 1 To 9999 Setup

System Administration

Vendor Media Import now supported

The **SYSTEM ADMINISTRATION** application now supports a Vendor Media Import for those schools who wish to import vendor related data for the **Accounts Payable** Media tab found in Vendor Maintenance. Please refer to Chapter 9 of the Senior Systems, **SYSTEM ADMINISTRATION** manual for instructions on how to use this import. Also, please note that if you wish to import a unique Keyword for each record vs. having the systems assign the same Keyword to each record in the import file, you must have your import file records formatted in the following order:

"Vendor_ID","Media file name and extension (i.e.check101.jpg)","Category (i.e.Portrait)","Keyword"

Fixed Assets

Manage Depreciation Basis

You can now upgrade, downgrade or correct an existing asset's depreciation basis in **FIXED ASSETS**. When you edit an existing asset, the Depreciation basis amount is now grayed out and can only be adjusted using **Adjust**.

Asset I.D. 029501 Name Dining Hall	ID Auto-assigned	Descriptio	n			
Class Buildings - Sch	ools 💌	Status	NOT DISPOSI	ED		
Useful life Current Book Value Last Depr. Date Last Depreciation Amt.	225,000,00 Straight Line Full Year 40 157,500,00 June 2007 67,500,00 67,500,00	Adjust	Purchase Info Vendor P.O. Invoice No. Purchase Price Purchase date Date in service Project No.	0.00	-	

Select **Adjust** to view the next screen:

Asset Value Adjustn	nent	
Adjustment Type © Upgrade © Downgrade © Correction	Effective Date New Depreciation Basis Adjustment Description	05-22-2008 230.000.00 Window Replacement

If you select **Upgrade**, the assets depreciation basis is increased and the system will log a reference to this adjustment in the *Track* tab of that asset.

	Date	Action Type	Status	Description	New
	05-22-2008	Upgrade	Active	Window Replacement	
_					Dele
					Benn
-					
-					
-					
-		1			
-	1	1			
		1			
-					
-					
-					

The Effective Date and Adjustment

Description will also be retained in the *Track* tab.

There is no impact to **GENERAL LEDGER** when you process an **Upgrade**. The amount you are increasing will be allocated across the remaining projected depreciation months. The assumption is that the amount of the increase for an upgrade has already been posted to **GENERAL LEDGER** via an **Accounts PAYABLE** transaction.

If you select **Downgrade**, the system decreases the asset's depreciation basis and logs a reference to this adjustment in the *Track* tab of that asset.

Asset Value Adjustme	ent		×
Adjustment Type C Upgrade C Downgrade C Correction	Effective Date New Depreciation Basis Adjustment Description Loss G/L Acct	05-23-2006 215.000.00 Remove old roof 11119201 Gain / Loss on Sale of Asset	_

The **Effective Date** and **Adjustment Description** will is retained in the *Track* tab.

You will have to input a Gain/Loss on Sale of Asset type G/L as this transaction will debit Gain/Loss and Credit the Fixed Asset GL associated with the asset. Any accumulated depreciation that has posted to date will remain. It is only future depreciation that will be adjusted to reflect the new basis.

If you select **Correction** you can increase or decrease the assets depreciation basis and with

no impact on the **GENERAL LEDGER**. You should use this option if you simply need to correct an amount that was manually input incorrectly from the beginning. A **Correction** entry will be logged in the **Assets Tracking** tab so that you have a record of this alteration.